

**Nebraska Crime Commission**

**2010 State County Aid Competitive  
Enhancement Grant Funds**

**APPLICATION KIT**

**Applications are due in the  
Crime Commission Office:**

**February 8, 2010  
5:00 PM CST**

**NO FAXED OR EMAIL COPIES WILL BE ACCEPTED**

**No Exceptions**

**Contact: Jamie Rivera**  
**Nebraska Crime Commission**  
**(402) 471-3989**  
Jamie.Rivera@nebraska.gov

**\*In order to be eligible for County Aid  
Enhancement you must have submitted a County  
Aid Grant.\***

# **GENERAL APPLICATION INSTRUCTIONS**

## **Amount Available:**

The money that is not awarded from the 2010 county aid funds will be combined and then awarded to those who apply for the enhancement grant. It is important to remember that the difference between the county aid and county aid enhancement is that the enhancement grant funds will be awarded competitively.

## **Technical Assistance:**

For questions regarding the application contact Jamie Rivera at 402-471-3989 or [Jamie.Rivera@nebraska.gov](mailto:Jamie.Rivera@nebraska.gov).

## **Eligibility:**

**If you are not submitting an application for the 2010 County Aid funds or your county does not completed a Three Year Juvenile Services County Comprehensive Plan you are not eligible for County Aid Enhancement grant funds.**

## **Source and Purpose of Funds:**

LB 1014 was approved in 2008. This bill states that “Any funds not distributed to counties under this subsection shall be retained by the commission to be distributed on a competitive basis under the County Juvenile Services Aid Program.”

Juvenile Justice County Aid Enhancement Grant funds can be used for:

- Support a current or temporary position for the purpose of coordinating and organizing the county planning for the Three Year Juvenile Services County Comprehensive Plans. For example these funds could go towards hiring a temporary position for the planning or it could go towards a current county employee’s salary in an addition to their original salary as long as the county is not supplanting. If the county chooses to use the enhancement funds to hire a consultant for the county planning this would go under consultants and contracts.
- Support and enhance existing juvenile service programs within your county which may or may not be funded by County Aid funds
- Must support the priorities of the 3-Year Comprehensive Juvenile Services County Plan
- Must be written as a one-time request. Grant CANNOT fund ongoing expenses (such as staff salary, utilities, rent, etc) as amount available to award will vary from year to year. Amount available each year will depend on amount of retained funds for the year.
- Funding priority will be given to model/best practice program support and enhancement
- Funding priority will be given to support and enhancements that support the Nebraska 3-Year Statewide Juvenile Plan as well as statewide initiatives.

## **Funding Limitations:**

- A. The Crime Commission does NOT allow grant funds to be used for indirect costs.
- B. Funds are not allowed for construction of any type of youth facilities, capitol construction or lease or acquisition of facilities.
- C. Funds received by an eligible applicant shall NOT be used to replace or supplant any funds currently being used to support existing programs for juveniles.

## **Comprehensive County Juvenile Services Plans**

For the 2010 application, counties are required to have an updated Three Year Plan on file. No awards will be made to counties that have not met the County Plan Requirement. If a county wishes to apply for the County Aid Grant and has yet to complete a county plan, please contact Jamie Rivera at 402-471-3989 or [Jamie.Rivera@nebraska.gov](mailto:Jamie.Rivera@nebraska.gov) to discuss technical assistance in developing a plan. A listing of counties with current plan, as well as the majority of county plans can be found at the Crime Commission website: [www.ncc.ne.gov](http://www.ncc.ne.gov). The Crime Commission contracts with a County Aid Planner to provide technical assistance. The County Planner Julie Rogers with the Juvenile Justice Institute in Omaha can help you in developing that plan. To contact Julie Rogers please call 402-472-6753 or email her at [jlrogers@unomaha.edu](mailto:jlrogers@unomaha.edu).

### **Match:**

A 40% match is required for County Aid, per statute. The county can designate the 40% match directly toward the project described in this application OR the match can be designated toward new or existing county expenditures for community based programs or services for juveniles. This can include detention costs, out of home placement costs, law enforcement costs for transportation, etc. A county must be able to document match expenditures of 40% of the County Aid allocation. The match must be provided by the county. No in-kind match from service providers or other sources is allowable.

Match for the Enhancement Grant must be different than that of the current County Aid match. A detailed budget narrative clearly identifying and explaining additional match must be provided.

#### **Example:**

County A's formula award is \$20,000

County A's required match is \$8,000

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Enhancement Grant Application award \$10,000

County A's additional match is \$4,000

**County A must be able to show \$12,000 total match between the two grants**

### **Application Deadline:**

**Applications are due into the Crime Commission Office by 5:00 p.m. on February 8, 2010.**

Faxed or electronic copies will not be accepted. There will not be any exceptions allowed if using mailing service and grants are not delivered to our office by the deadline. Applications **MUST** be received by the deadline in order to be accepted.

**Please send the original application and 15 copies to:**

Nebraska Crime Commission

301 Centennial Mall South, State Office Building, 5<sup>th</sup> floor

P.O. Box 94946

Lincoln, NE 68509-4946

### **Project Period:**

The project period for 2009 County Aid Enhancement Grant dollars will be July 1, 2010 – June 30, 2011.

## **Reporting:**

Applicants will be required to report activities and expenditures by submitting activity summary reports and cash reports on a quarterly basis.

## **Grant Management Training:**

All awarded applicants are required to attend a mandatory Grant Management Training. Awarded applicants will receive notice of the training after the Crime Commission makes final recommendations on May 7, 2010.

## **Distribution of Funds:**

Submitted County Aid Enhancement applications will be reviewed by the Grant Review Committee in March followed by the Nebraska Coalition for Juvenile Justice's review and recommendations at the March 26, 2010 meeting. Final approval and recommendations will be given at the May 7, 2010 Crime Commission meeting. Applicants will be notified in writing of the approval or denials of the County Aid Enhancement funds and given instructions for required grant management training and drawing down of funds.

## **Correspondences:**

Please review all correspondence from the Crime Commission to ensure you receive all necessary information about the program. All correspondence will be sent to the person listed as the project director on the application information page.

# **SPECIFIC SECTION INSTRUCTIONS**

## **Section 1: Applicant Information:**

- The Federal I.D. number must be that of the county that is serving as the applicant.
- Only one application per county.
- The "Lead County" is the county acting as the applicant. If a group of counties are requesting enhancement funds, only one county can be designated as the applicant but counties can come together to provide match funds.
- The Project Director will be the individual who is the main point of contact on the grant and will receive all correspondences. The Project Director and Project Coordinator can be the same person. The Fiscal Officer **MUST** be the County Fiscal officer and CANNOT be the Project Director or Project Coordinator.
- **Model and best practice Programs:** The Office of Juvenile Justice and Delinquency Prevention are good resources for research based model programs, for more information go to <http://ojjdp.ncjrs.org/programs/mpg.html>. Model and best-practice programs can also be found on the SAMHSA website: <http://www.modelprograms.samhsa.gov/> and Blueprints website: <http://www.colorado.edu/cspv/blueprints/>.

**Section 2: Budget:** For more detailed instructions please refer to the County Aid budget instructions

- A. Counties may contract with private non-profit agencies to administer services but cannot require contracted agencies to provide match funds
- B. Budget Summary Certifications must be signed by the County Board Chair.
- C. Support a current or temporary position for the purpose of coordinating and organizing the county planning for the Three Year Juvenile Services County Comprehensive Plans. Consultants and Contracts are for any programs/services contracted out to individuals or agencies. **There must be a current formal contract on file between the county and the contractor.**
- D. Program related travel done by *county personnel* paid with County Aid funds should be shown in the Travel category. Travel done by a *contracting agency* should be included in the lump sum contract cost and shown under Consultant/Contract category.
- E. Supplies and Operating for a county run program should be shown here. Supplies and Operating used by a contracting agency should be included in their contract cost and shown in the Consultants/Contracts category. The Crime Commission rules do not allow grant funds to be used for indirect operating costs, i.e. a percentage of existing costs for rent, utilities, maintenance, bookkeeping, etc.
- F. Equipment items under \$300 should be included in Supplies. Equipment need not be mandatory to run the program but thorough information regarding its use and how it enhances juvenile services must be provided.
- G. Counties contributing the required match directly to the proposed program should show the match in the appropriate categories. Counties showing match as current county juvenile expenditures should show the match in the "Other" category.
- H. Budget narrative questions are provided and will be the basis on which funding decisions are made. For each budget category in which you are requesting funds, it is imperative to answer each question thoroughly. Incomplete applications will not be considered.

## **APPLICATION FORMAT REQUIREMENTS**

- Applications are to be typewritten. **The original should be stapled and 2 hole punched at the top.** The remaining copies should be stapled in the upper left hand corner (no 2 hole punch required). Submit 15 copies to the Crime Commission.
- If the applicant re-creates the application on their computer, the application format and layout is to be exactly (word for word and design) as the Crime Commission's official application. Please note that changes in the Crime Commission application may change somewhat from year to year.
- Remove grant instructions from your final application submitted.
- Include ALL required forms with appropriate signatures. County Board Chair is the authorized signature.
- Application should be single spaced, 1" margins, 12pt. font, and narrative pages numbered.
- Additional information in the form of Appendixes will not be accepted.
- Do not complete a narrative for the Budget Summary Page. Provide budget narratives for each detailed budget section completed by answering all questions thoroughly.
- Include Budget Summary with appropriate signature. County Board Chair is the authorized signature.
- Budget figures are to be provided in round numbers, no cents.
- Adhere to the page limits listed for each section of the grant application.
- Do not submit budget pages with the application that are not relevant to the project.
- The grant may be copied double sided.
- **FOLLOW ALL DIRECTIONS OF GRANT APPLICATION.**